A Syllabus For
CSTM 493, ET 493, GCOM 493
Engineering Technology Internships

Department of Engineering Technology
College of Business and Technology
Western Illinois University
Macomb, Illinois

Revised: December 11, 2015
If You Remember Nothing Else…
Remember These Four Important Items!

1. Your first week’s report must contain the
   a. Company description;
   b. Company organizational chart;
   c. First week activity log with questions answered;
   d. Training Schedule.

2. If you are doing a 9 semester hour internship, you must work the equivalent of nine (40 hour) weeks, or 360 total hours.

   Likewise, if you are doing a 12 semester hour internship, you must work the equivalent of twelve (40 hour) weeks, or 480 total hours.

3. Evaluations:
   Students: Objective Checklist self-evaluation:
   Due Dates: 4th week
              End of the internship.
   Students: Final self-evaluation report [answers to eight (8) questions]:
   Due Date: final week.

   Supervisors: Supervisor evaluation:
   Due Dates: 4th week
              End of the internship.

4. If this internship is your final requirement before graduation, you have one year to find the internship; BUT; only 9 or 12 weeks to complete it.

5. Weekly Submissions: Submitted to WIU Coordinator & Company Site Supervisor
   Your answers to the questions should be well thought out, and should be typed and proofread.
   Handwritten logs and answers to the questions will not be accepted.

   Due Weekly:
   Weekly activity log
   Answers to these two questions
   a. Question #1: WHAT MISTAKES DID YOU MAKE? HOW DID YOU HANDLE THE SITUATION?
   b. Question #2: GIVE A DESCRIPTION OF THE MOST INTERESTING INCIDENT OR EXPERIENCE YOU HAD DURING THE WEEK.

This syllabus contains all the documents that you will need for the course. It is suggested that you make a copy of your syllabus and place the original in a safe place. When you begin using the forms, you are to use the original documents.
I. Introduction
The technology internship provides qualified students with a supervised program in production practices, management techniques, research applications, and other activities found in engineering technology, construction, or graphic communication. This syllabus contains course guidelines and outlines student requirements. Each student must follow the contents of this syllabus.

II. Objectives
A technology internship is a unique educational experience and offers specific goals relative to student achievement as follows:
1. Provides the intern with relevant work experience education about manufacturing, construction, or graphic communication in a Work Environment.
2. Acquaints the intern with the physical, technical, academic, and environmental requirements of his or her chosen career.
3. Develops the intern’s technical writing skills.
4. Develops the intern’s ability to search for and find employment in industry.
5. Demonstrates the importance of responsibility and personal interactions in the work place.

III. Qualifications Needed To Apply For an Internship
Minimum Competencies for Special Permission to enroll in CSTM/ET/GCOM 493 Engineering Technology Internship

www.wiu.edu/engrtech/syllabi/
(please use correct semester)

In order to receive special permission to enroll in CSTM/ET/GCOM 493 on STARS, the student must:

1. Successfully complete at least 60 semester hours of college credit. (Junior standing)
2. Successfully complete at least 12 semester hours in the (CSTM, ET, GCOM) major area.
3. Achieve a 2.000 overall grade point average at Western Illinois University.
4. Achieve a 2.000 grade point average in major classes that count toward the Construction Management, Engineering Technology, or Graphic Communication major. (Only WIU CSTM, ET, or GCOM courses are used to figure the major grade point average).
5. Attend REQUIRED internship meetings.
6. Meet with and receive prior approval from the Department Chair of the internship site.

For further internship information (approval forms, STARS special permission number, etc.), please contact: Pat Dorman, Engineering Technology Internship Secretary
Knoblauch Hall 135 – 309/298-1091 PE-Dorman@wiu.edu

Engineering Technology
C. Ray Diez, Chairperson
Knoblauch Hall 135 Phone: 309/298-1091
1 University Circle Fax: 309/298-1061
Macomb, IL 61455 Email: cr-diez@wiu.edu 10/5/11
IV. Requirements

Approval to Register

A. Complete Application Packet and Page 14 of the syllabus
B. Receive STARS number from Ms. Dorman

Each intern is required to submit, electronically to the site supervisor and designated WIU Coordinator, a Weekly Log and answers ON THE PROVIDED FORM to the following two questions on a weekly basis.

Week one (1)

A. Training Schedule (Page 15 of the syllabus) [NO LATER than END of the first week]
B. Weekly Log and answers to two questions
C. Company Description
D. Company Organizational Chart

Weeks two (2) through nine (9) OR Weeks two (2) through twelve (12)

A. Internship Weekly Reports

   Week four (4)

   A. Supervisor’s 4th week evaluation
   B. Student’s 4th week self-evaluation of objectives

   Week seven (7) OR Week ten (10)

   A. Internship Technical Report for review.
      Should be in 3rd person. Use APA formatting for references and citations. Reference Purdue OWL website for information on APA if needed.

Final week of Internship; Week nine (9) OR Week twelve (12)

A. Final Evaluation Report
B. Objective Checklist self-evaluation
C. Final Site Supervisor Evaluation

Send Reports that require mailing to:

Internship Coordinator
Department of Engineering Technology
One University Circle
Western Illinois University
Macomb, IL 61455

Make a copy of your report for your own files.
Evaluation of Required Reports:

Your internship coordinator will review your weekly log reports, answers to the two questions, and will return them to you and the site supervisor with comments. You will be expected to make corrections and re-submit it to the internship coordinator within one week. Also, incorporate the comments as appropriate in subsequent reports. After a few weeks, your reports should meet the internship standards and the coordinator will inform you when this has occurred.

*Special Note: Keep your reports coming in on a weekly schedule. You may receive an unsatisfactory grade if you neglect turning your reports in on time.*

Internship Technical Report and Final Evaluation Report

*This course has been designated to meet the Writing Instruction in the Disciplines (WID) graduation requirement. WID courses provide instruction in the processes and formats for the writing content and style needed to be an effective professional in a student’s chosen field.*

The Internship Technical Report is to be completed during the seventh (7th) or tenth (10th) week of the internship and submitted electronically. It will be reviewed, corrections suggested, and returned to you. If corrections are to be made, they must be made within one week and returned to your coordinator. This process will be repeated until the report is satisfactory. You must use 3rd person and APA formatting.

**Internship Technical Report Format**

Your Internship Technical Report is a well written report that is related to the objectives set for the internship by you and your site supervisor. The report will be a 7-10 page report based on the objectives agreed to by your site supervisor and you during the first week of the internship. The report(s) should reflect the objectives set for the technical areas you conducted as part of your Internship. The intent of the INTERNSHIP TECHNICAL REPORT is to allow you to showcase your skills and abilities as a WRITER. There will be a title page [not included in the seven to ten (7-10) page requirement]. The INTERNSHIP TECHNICAL REPORT should be submitted electronically for evaluation during the 7th or 10th week of your Internship. It will be reviewed, evaluated, and returned to you for corrections.

*It will be revised and re-written until deemed acceptable by your assigned WIU Internship Coordinator.*
TECHNICAL REPORT
A WID (Writing in the Disciplines) requirement of the university

LENGTH REQUIREMENT: 7-10 double-spaced pages, 12 pt font, 1 inch margins

<table>
<thead>
<tr>
<th>TYPES OF REPORTS: (some examples)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Process</td>
</tr>
<tr>
<td>2) Application</td>
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<tr>
<td>3) Technique or Skill</td>
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<tr>
<td>4) Quality</td>
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<td>5) Procedural</td>
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<tr>
<td>6) Product</td>
</tr>
<tr>
<td>7) Policy, Regulations, Safety</td>
</tr>
<tr>
<td>8) Problems, Opportunities, Issues/Challenges, Concerns</td>
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<tr>
<td>9) Comparative Analysis</td>
</tr>
</tbody>
</table>

RECOMMENDATIONS:
Pick something easy for you to write on – usually an aspect of the work you have completed yields more information (the more information you have, usually the easier).
If your company allows images, you can use these as examples.

Avoid Plagiarism                   | Do not copy company documents or copyrighted materials. If you use sources, be sure to cite using APA (See APAstyle.org or Purdue Owl for assistance) |
Spell Check                       | Spell check any writing submitted in college-level course work |
Avoid Ambiguity                    | Avoid "it, its, this, these, etc.". Do not use words or variations of words that promote ambiguity in writing. For example, using "IT" forces the reader to refer back to previous documentation; this can lead to assumptions by the reader. |
Avoid Time Elements                | Do not use "Today", "Last week", "This morning" in your writing. You can place a date to your writing |
Avoid Multiple Quotes             | If quoting is used, be sure to express the point you are trying to make and use the quote for support. Quotes must be cited. Quotes should be used when there is no better way to express an idea. |
Avoid Pronouns                     | Be sure writing is technical; do not use pronouns - "my", "we", "our", "I", etc. in writing. Write from a 3rd person point-of-view (outside --> looking in). Do not write a “diary” |
Final Self Evaluation Report
The Internship final self-evaluation report (2-3 pages) [Final Self Evaluation Report Packet] must be a self-analysis containing the following items:

1. A summary of what you learned during the internship.
2. Any special highlights of your internship.
3. Areas in which you believe you need improvement.
4. What area of study at Western might (or did) help you in your career.
5. Suggestions on improving the internship.
6. Suggestions on improving the Engineering Technology Program.
7. Overall strengths and/or weaknesses of the internship program.
8. Overall strengths and/or weaknesses of the Engineering Technology Program.

The final self evaluation report must be received by the WIU Internship Coordinator no later than one week following completion of your final week of the internship. Final reports received late may result in an unsatisfactory grade for your entire internship. This self evaluation report is the culmination of your Internship.

V. Faculty Visitation or Video/Conference Call
Each intern will receive a visit through one of the following: 1) a site visit by your assigned WIU Internship Coordinator; 2) a conference telephone call among the site supervisor, you, and your assigned WIU Internship Coordinator; or 3) a video conference among the site supervisor, you, and your assigned WIU Internship Coordinator before the end of the internship period. There will be no unannounced visits. The intern will receive a letter, phone call, or email to arrange the time and date of the visit. The purpose is to request a brief conference with your supervisor and any other personnel the company or intern believes the Internship Coordinator should visit. When the intern receives this communication, he/she must set up the conference with the supervisor and confirm the date with the assigned Internship Coordinator. It is expected that you will confirm the visit with your company supervisor no later than one day following receipt of the visit notice with an electronic confirmation letter.

If the visit is a video conference or a telephone call, a date and time will be set for that type of communication. These typically are 30-45 minutes in length. Pertinent questions about your performance, strengths, weaknesses, areas for improvement, etc. will be discussed (Visitation Packet).

If the visit is a site visit, the Internship Coordinator will spend about an hour or so at the site and the following are encouraged as part of the visit: A short tour of the company facilities, an interview with your supervisor, and a short visit with you, sometimes this part of the visit is done concurrently. If there is a conflict with the proposed visit by the Internship Coordinator, please call the Engineering Technology office immediately, and we will reschedule the visit. Please prepare an Itinerary and confirmation letter as shown in the Visitation Packet.

VI. Final Evaluation
The intern will be graded on a satisfactory/unsatisfactory basis. There will be two evaluations by your supervisor: one at the end of the 4th week and a final evaluation at the end of the Internship. A grade of
incomplete will only be given if your internship is not completed by the end of the school term. The following criteria will be used in determining the intern’s final grade.

1. Accuracy, quality, and promptness of your weekly reports.
2. The recommendation of your company supervisor; based on mid-term and final evaluations (Supervisor Fourth Week and Final Evaluation Packet).
3. The recommendation of the university coordinator.

Please review the company supervisor’s evaluation forms with your supervisor!!

A formal letter requesting your supervisor's evaluation of your work and a formal thank you letter for providing and supervising your internship should be sent.

VII. Additional Course Work

Your internship is a time and energy demanding experience. Be advised NOT to take another course concurrently with the internship. Under extremely unusual circumstances, another course may be taken, but only with written permission of the company supervisor and the university coordinator.

VIII. University Housing Contracts

If you currently have a university residence hall room contract and will not be completing the contract due to your off-campus internship, it is your responsibility to review that contract with the University Housing and Dining Office in order to avoid payment of a penalty.

IX. Registration for Your Next Semester

Interns need not return to campus to complete the pre-registration process. In lieu of a campus visit, you may call the Engineering Technology advising office, 298-2100, and set up a telephone advising/registration appointment with your academic advisor. You must be free of all university encumbrances before the advisor can register you.

X. Payment of Fees

You may pay your fees by mail during the term you are doing your internship. The due date when fees must be paid varies from term to term. If you have any questions, call the Billing & Receivables Office at 309-298-1831. When paying by mail, be sure that you send the correct amount due.

MAKE ALL CHECKS PAYABLE TO WESTERN ILLINOIS UNIVERSITY AND MAIL TO:
BILLING AND RECEIVABLES OFFICE
WESTERN ILLINOIS UNIVERSITY
SHERMAN HALL 106
MACOMB, IL 61455.

Be sure to include the following information with your payment:
1. Sequence number
2. Name
XI. Dropping the Internship

In the event that an internship is not obtained, please consult the class schedule book for the last day to process a drop. *It is the intern’s responsibility to drop the internship prior to this date in order to avoid being assessed tuition for the class and receiving an unsatisfactory grade.* CONTACT YOUR INTERNSHIP COORDINATOR AND ACADEMIC ADVISOR PRIOR TO DROPPING THE CLASS.

XII. Communication

One of the most important phases of your internship will be your ability to clearly communicate your thoughts and actions to your assigned Internship Coordinator. Keep your Internship Coordinator apprised of any issues that may arise during your internship including getting laid off, fired or other event that could affect the outcome of your internship. Keep turn-around time on written and electronic correspondence to the minimum amount. The following telephone number may be used:

Engineering Technology Office 8:00 – 12:00 and 1:00 – 4:30 M-F  
Phone: 309-298-1091  Fax: 309-298-1061  
*Have the secretary take a message and your call will be returned.*

Engineering Technology Advising Office 309-298-2100  
E-Mail: cr-diez@wiu.edu

XIII. Exceptions

Any request for exceptions to any condition or requirement set forth in this syllabus *must be made in writing* to the coordinator at least one semester in advance of the internship.
THIS CHECKLIST WILL HELP YOU KEEP TRACK OF THE FORMS YOU NEED TO TURN IN THROUGHOUT YOUR INTERNSHIP.

# Internship Checklist

<table>
<thead>
<tr>
<th>DOCUMENTS, REPORTS, ETC.</th>
<th>DATE SUBMITTED</th>
<th>NOTES</th>
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<tbody>
<tr>
<td>Start Date</td>
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<td>End Date</td>
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<tr>
<td>Immediate Supervisor</td>
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<td>Preliminary Internship Information</td>
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<tr>
<td>Internship Training Schedule</td>
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<tr>
<td>WEEK 1 Log/2 Qs</td>
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<tr>
<td><strong>Description of Company/Organizational Chart</strong></td>
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<td>WEEK 2 Log/2 Qs</td>
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<td>WEEK 3 Log/2 Qs</td>
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<td>WEEK 4 Log/2 Qs</td>
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<tr>
<td><strong>4th Week Supervisor’s Evaluation</strong></td>
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<td><strong>4th Week Job Related Objective Report</strong></td>
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<td>WEEK 5 Log/2 Qs</td>
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<td>WEEK 6 Log/2 Qs</td>
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<td>WEEK 8 Log/2 Qs</td>
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<td>WEEK 9 Log/2 Qs</td>
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<td>WEEK 10 Log/2 Qs</td>
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<td>WEEK 11 Log/2 Qs</td>
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<td>WEEK 12 Log/2 Qs</td>
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<td>VISIT: IN PERSON BY PHONE</td>
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<tr>
<td>Itinerary of Internship Visit</td>
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<tr>
<td>Confirmation Letter for Internship Visit</td>
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<tr>
<td>Supervisor’s Final Evaluation of Intern Rec’d</td>
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<tr>
<td>Student Final Job Related Objective Report</td>
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<tr>
<td>Final Self Evaluation</td>
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<tr>
<td>Final Report: 1--7--10 PAGES 3--3-PAGE</td>
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**9 WEEKS**

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**12 WEEKS**
APPLICATION PACKET
Application for Engineering Technology Internship

Name: ___________________________________________

WIU ID: ______________________________________

Expected Internship Term (circle one): Spring '___/ Summer '___/ Fall '___

Semester Hours (circle one): 9 hrs / 12 hours

Major (circle one): Construction Management Engineering Technology Graphic Communication

WIU Email: ________________________________

Local Address: __________________________________________

Local Phone: __________________________________________

Home Address: __________________________________________

Home Phone: __________________________________________

Cell Phone: __________________________________________

[Photo Here]
INTERNERSHIP SITE INFORMATION PACKET
**Preliminary Internship Information**

1. Name_______________________________________________ Date____________________________

2. Home Address During Internship ________________________________________________________

   Street

   City  State  Zip  Home Phone (Include Area Code)

3. Internship Company ________________________________________________________________

4. Company Address ________________________________________________________________

   Street

   City  State  Zip  Phone (Include Area Code)

5. Anticipated starting date_________________________ Ending Date __________________________


   __________________________________________________________________________________

   __________________________________________________________________________________

   __________________________________________________________________________________

   __________________________________________________________________________________

   __________________________________________________________________________________

   __________________________________________________________________________________

   __________________________________________________________________________________

   __________________________________________________________________________________

This form is to be completed and mailed to the Internship Coordinator as soon as you accept an internship. **DO NOT WAIT** to mail this form until you start working.

RETURN TO:  
Internship Coordinator  
Department of Engineering Technology  
One University Circle  
Western Illinois University  
Macomb, IL  61455
Internship Training Schedule
Engineering Technology/Western Illinois University

This form must be completed and returned to the internship coordinator BEFORE THE END OF THE FIRST WEEK OF THE INTERNSHIP.

Please Type or Print Clearly

1. Name_______________________________________________ Date________________________________

2. Address During Internship__________________________________________________________
   street
   city state zip

3. Internship Company______________________________________________________________

4. Company Address______________________________________________________________
   street
   city state zip
   Company Phone (          )______________________ Home Phone(          )____________________

5. Internship Start Date____________________________ Internship End Date____________________

6. Will your plant have a vacation shutdown during your internship? Yes_______ No_______
   If yes, when______________________________ Will you be working during shutdown? Yes_______ No_______
   Work Hours (start of day) _____________ lunch hour ____________ (end of day)

7. Monthly Salary (If hourly, convert by using gross for 40 hrs. X 4.3)________________________

8. Semester hours registered for this course: 9 s.h._______ 12 s.h._______

9. Set objectives with site supervisor during first two days of the Internship. (4-5 objectives)
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________
   __________________________________________________________________________________

10. Company Supervisor’s Name (print) __________________________________________________

11. Company Supervisor’s Title________________________________________________________

12. Company Supervisor’s Signature___________________________________________________

13. Intern’s Signature_______________________________________________________________

RETURN TO: Internship Coordinator
Department of Engineering Technology
One University Circle
Western Illinois University
Macomb, IL  61455

University Coordinator’s Signature__________________________________________ Date___________
FIRST WEEK REPORT PACKET
Company Description Format For Report #1

(Company Letterhead)

To: ___________________________________  Date: _______________________________

(Supervisor)  (Date of Submittal)

___________________________________

(Supervisor’s Title)

From: ________________________________  Re:  Report #1

(Your Name)  

(Week Dates)

_________________________________

(Department)

Company Information  (Subject of Report)

Provide the following information regarding your internship company:

A brief description of the company to include at a minimum:

A. Products produced.
B. Type of customers.
C. Methods of manufacturing, construction, or graphic communications.

Also include a company brochure and/or booklet.
COOPER POWER SYSTEMS
MACOMB FACILITY

James R. Quinn
Plant Manager

Manager, Manufacturing Services

Monte Colley
Supervisor, Machine & Tool Design Engineer

Ron Kline
Manufacturing Engineer

Dennis Nelson
Maintenance Supervisor

Ralph Hobbs
Industrial Engineer

M. Lyn Johnson
Safety, Environmental, Facility Engineer

Steve Paul
Associate Engineer

Intern Engineer
WEEKLY ACTIVITY LOG

INTERN’S NAME: Charles Barclay  MAJOR: Engineering Technology

WEEK #: 3  DATES: June 8, 2015 – June 12, 2015

<table>
<thead>
<tr>
<th>DAY OF THE WEEK:</th>
<th>JOB PERFORMED AND HOURS WORKED:</th>
<th>ANALYSIS OF WORK PERFORMED (SPECIFICS/WORK DETAILS):</th>
<th>LEARNING &amp; ACCOMPLISHMENTS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
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<tr>
<td>TUESDAY</td>
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<tr>
<td>WEDNESDAY</td>
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<tr>
<td>THURSDAY</td>
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<tr>
<td>FRIDAY</td>
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</tbody>
</table>

1. What mistake did you make? How did you handle the situation?

2. Give a description of the most interesting working incident or experience you had during the week.
### WEEKLY ACTIVITY LOG

**INTERN’S NAME:** Charles Barclay  
**MAJOR:** Engineering Technology  
**WEEK #:** 3  
**DATES:** June 8, 2015 – June 12, 2015

<table>
<thead>
<tr>
<th>DAY OF THE WEEK</th>
<th>JOB PERFORMED AND HOURS WORKED</th>
<th>ANALYSIS OF WORK PERFORMED (SPECIFICS/WORK DETAILS)</th>
<th>LEARNING &amp; ACCOMPLISHMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>De-burred small parts (5 hours)</td>
<td>Helped catch de-burring up by getting small intricate parts finished and moved toward fabrication.</td>
<td>Learned how to grind on intricate shapes and small pieces.</td>
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<tr>
<td></td>
<td>Ran the de-burring machine (3 hours)</td>
<td></td>
<td>Learned how to operate and adjust the de-burring machine.</td>
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<tr>
<td></td>
<td>(Transferred to Quality Control department)</td>
<td></td>
<td>Got taught how to operate the new de-burring machine and allowed to independently run it after the de-burring people went home for the day.</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>Performed final checks in quality (4 hours)</td>
<td>Took measurements off the CAD printout to ensure that the diameters, L, W, H, radius, angles, and thicknesses were within the .002” tolerance required.</td>
<td>I learned how the company handles QC and got actual hands on with measuring the components and inspecting welds using micrometers, height gauges go/no go gauges, and a faro arm.</td>
</tr>
<tr>
<td></td>
<td>Scanned in finalized documents into the online data system. (4 hours)</td>
<td></td>
<td>I learned how to navigate the companies system, and how they ran the quality department.</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>Inspected parts (6 hours)</td>
<td>Inspected more parts for the sanitary conveyers they are building for the food industry.</td>
<td>Learned how to operate the faro arm more to check parallelism for a certain meat grinding part.</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
<td>Details</td>
<td>Learning</td>
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<tr>
<td>THURSDAY</td>
<td>Entered parts into data system (4 hours)</td>
<td>Signed off on roughly 30 parts and sent off to shipping.</td>
<td>Completed the same tasks as Tuesday (as far as techniques and procedures).</td>
</tr>
<tr>
<td></td>
<td>Had to enter corrective actions for a rejected part that was manufactured wrong. (1 hour)</td>
<td>The part was texturized on the wrong size. We were able to send it to the roller and be used to make other parts for the same order. Also ordered a remake of the part.</td>
<td>I learned how to fill out and file corrective action reports for messed up parts. Had to perform root cause analysis and was able to determine that it was the employee running the laser cutter that misinterpreted the drawing and manufactured it wrong.</td>
</tr>
<tr>
<td></td>
<td>Found a part put together wrong (2 hours)</td>
<td>The part had 3 different lengths of tubing. And were welded in the wrong spots. I was given the opportunity to decide how I wanted to handle the problem and fix it to be shipped out the following day.</td>
<td>I learned how to handle situations where parts were fabricated wrong. I chose to fix this by having the welder use the mill and grind off .017” from the longer part to place it within tolerance so we could find the most cost effective and time efficient way of handling the problem.</td>
</tr>
<tr>
<td></td>
<td>Inspected parts and entered parts into data system (5 hours)</td>
<td>All of the parts were within the desired specifications</td>
<td>Learned that I would transfer to the safety department on Friday morning to learn and get the facility ready for inspection.</td>
</tr>
<tr>
<td></td>
<td>(Switched to the safety department.)</td>
<td>Helped get the safety department ready for the ISO inspection in July.</td>
<td>Learned a little bit about how safety system works and about safety inspections.</td>
</tr>
<tr>
<td></td>
<td>Bolted all of the shelving units to the floor. (5 hours)</td>
<td>Drilled through the concrete and hammered anchors to secure the shelves.</td>
<td>Learned how use a masonry bit and a hammer to anchor the shelves down. I only got the bit seized into the concrete once.</td>
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<td></td>
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<td>This proved to be more difficult than</td>
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FRIDAY

Calculate the load capacity of the shelving units and paint it on the shelf. (3 hours)

Took the proper measurements to calculate for sag and sheering of the pallet rack. Then took off around 500 lbs of the max weight for room for error and painted that number on the racks.

it seemed. Calculating it wasn’t hard but I double checked by looking up the structural integrity of the shelves from the manufacturers website. I ultimately decided to go with these numbers since they were a little lower than mine.

1. What mistake did you make? How did you handle the situation?

I wasn’t sure on a few of the tolerances, so I double-checked with the supervisor. I also had several questions on the data system and the requirements for some of the customers. This was handled by consulting with my supervisor and having him teach me how to properly update the system.

When I looked up checked some of the first aid kits I didn’t open every box. Evidently some of them were empty and nobody bothered to throw away the boxes or inform anyone so they could order new supplies. I fixed this by going through every medical kit and opening every box to ensure we had the supplies we needed. And the ones we didn’t I ordered to make the kits complete.

2. Give a description of the most interesting working incident or experience you had during the week.

I was briefly double checking a part that the other quality managers had already checked and found that they missed the tubes being welded in the wrong place. This was a big deal because we are allowed .002” tolerance. With the tubes in the wrong places, this puts our measurements at .007” out of tolerance on one and .003” to short on the other. We were able to have the welder machine the longer ends within tolerance - and we verified with the company to see if we could keep the .003” to short. They said this wouldn’t interfere with operations, so I did a final inspection and then sent the parts to shipping.
VISITATION PACKET
Itinerary of Internship Telephone Interview

Approximate Times

1. **8:30 AM** Expected telephone call from *(fill in coordinator’s name)*.

2. From **8:30 to 9:15** visit with supervisor Mr. Sam Johnson and intern.

3. Questions about the internship, success of the intern, areas for improvement, strengths, weaknesses, how WIU can improve the program, how WIU can improve the internship, questions of the WIU supervisor, etc.

4. **9:15 to end of call**: Summary and conclusion of interview

**Note:** These are approximate times. Generally allow for a maximum of a 45 min to 1 hour visit, unless otherwise previously discussed. Also note whether the appointment is AM or PM.
Confirmation Letter for Internship Telephone Interview

Company Letterhead

Date

Internship Coordinator
Department of Engineering Technology
One University Circle
Western Illinois University
Macomb, IL  61455

Dear (Internship Coordinator’s Name):

I have received your request for an internship telephone interview with (Supervisor’s Name) and myself on (date and time).  This date and time are acceptable to both my supervisor and me.  A preliminary visitation schedule is as follows:

1.  8:30 AM Expected telephone call from (fill in coordinator’s name).

2.  From 8:30 to 9:15 visit with supervisor Mr. Sam Johnson and intern.

3.  Questions about the internship, success of the intern, areas for improvement, strengths, weaknesses, how WIU can improve the program, how WIU can improve the internship, questions of the WIU supervisor, etc.

4.  9:15 to end of call:  Summary and conclusion of interview

(Intern’s Name and Signature)
SUPERVISOR FOURTH WEEK & FINAL REPORT PACKET
SUPERVISOR'S EVALUATION
OF WESTERN ILLINOIS UNIVERSITY
INTERN

Intern_____________________________________________ Dept.__________________

Company___________________________________________ Date___________________

Instructions: The immediate supervisor will evaluate the student objectively. Comparing the student to other personnel assigned the same or similarly classified jobs, other students of comparable academic level, or with individual work standards. Your personal comments are most helpful.

Please check only one box in each category.

RESPONSIBILITY

( ) Deliberately avoids responsibility
( ) Reluctantly accepts responsibility
( ) Accepts responsibility well
( ) Readily accepts duties
( ) Actively seeks new responsibilities

ATTITUDE-APPLICATION TO WORK

( ) Definitely not interested
( ) Somewhat indifferent
( ) Average in diligence and interest
( ) Very interested and industrious
( ) Outstanding in enthusiasm

INITIATIVE

( ) Must be pushed frequently
( ) Hesitates
( ) Does all assigned work
( ) Goes ahead independently at times
( ) Proceeds well on one’s own

ORAL COMMUNICATIONS

( ) Poorly conveys ideas
( ) Sometimes ambiguous
( ) Average expression
( ) Clearly communicates ideas
( ) Very articulate

ABILITY TO LEARN

( ) Very slow to learn
( ) Rather slow in learning
( ) Average in understanding work
( ) Learned work readily
( ) Learned work exceptionally well

QUALITY OF WORK

( ) Very poor
( ) Below average
( ) Average
( ) Very good
( ) Excellent

WRITTEN COMMUNICATION

( ) Vague, disorganized
( ) Not what is expected of a college graduate
( ) Average expression
( ) Concise, factual, effective
( ) Outstanding

DEPENDABILITY

( ) Unreliable
( ) Sometimes neglectful or careless
( ) Usually dependable
( ) Above average in dependability
( ) Completely dependable

RELATIONS WITH OTHERS

( ) Works poorly with others
( ) Has difficulty working with others
( ) Gets along satisfactorily
( ) Works well with others
( ) Exceptionally well accepted

MATURITY – POISE

( ) Timid ( ) Brash
( ) Seldom asserts oneself
( ) Average maturity and poise
( ) Has good self-assurance
( ) Quite poised and confident
QUANTITY OF WORK
( ) Low output, slow
( ) Below average
( ) Normal amount
( ) More than average
( ) Usually high output

TECHNICAL KNOWLEDGE
( ) Lacking in even the basic fundamentals
( ) Not what is expected of a college graduate
( ) Average
( ) In tune with technical time
( ) Outstanding

JUDGMENT
( ) Consistently uses bad judgment
( ) Often uses poor judgment
( ) Average judgment
( ) Usually makes the right decisions
( )Exceptionally mature in judgment

ATTENDANCE
( ) Regular
( ) Irregular

OVERALL PERFORMANCE

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<tbody>
<tr>
<td>Outstanding</td>
<td>Very Good</td>
<td>Average</td>
<td>Marginal</td>
<td>Unsatisfactory</td>
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</table>

The student’s outstanding personal qualities are:

The personal qualities which the student should strive most to improve are:

The recommended areas of further study for the student are:

For other remarks, please use other paper.

Has this report been discussed with the student? ( ) yes ( ) no

Signature__________________________________________  Printed Name____________________

Position__________________________________________  Date________________________

Return to: Internship Coordinator, Department of Engineering Technology, One University Circle, Western Illinois University, Macomb, IL  61455
Student FOURTH WEEK Job Related Objective Report Form

STUDENT INFORMATION
Student Name:
Student Work Telephone:
Student Major:

COMPANY INFORMATION
Company Name:
Supervisor Name:
Supervisor Email:
Phone:

OBJECTIVE 1:
How accomplished:

What progress are you making toward this objective?

OBJECTIVE 2:
How accomplished:

What progress are you making toward this objective?

OBJECTIVE 3:
How accomplished:

What progress are you making toward this objective?

OBJECTIVE 4:
How accomplished:

What progress are you making toward this objective?

OBJECTIVE 5:
How accomplished:

What progress are you making toward this objective?

ADDITIONAL DIRECTIONS:
Why are you able to accomplish some learning objectives so effectively?:

What learning objectives have you not yet accomplished and why?:

Comments:
Student FINAL Job Related Objective Report Form

STUDENT INFORMATION
Student Name:
Student Work Telephone:
Student Major:

COMPANY INFORMATION
Company Name:
Supervisor Name:
Supervisor Email:
Phone:

OBJECTIVE 1:
How accomplished:
To what extent accomplished:

OBJECTIVE 2:
How accomplished:
To what extent accomplished:

OBJECTIVE 3:
How accomplished:
To what extent accomplished:

OBJECTIVE 4:
How accomplished:
To what extent accomplished:

OBJECTIVE 5:
How accomplished:
To what extent accomplished:

ADDITIONAL DIRECTIONS:
Why were you able to accomplish some learning objectives so effectively?:

What learning objectives were you unable to accomplished and why?:

Comments:
FINAL SELF EVALUATION REPORT

(Company Name)

To: ________________________________  Date: ________________________
(Supervisor)  (Date of Submittal)

(Supervisor’s Title)

Technology Internship Coordinator
Western Illinois University

From: ________________________________  Re: Final Report
(Your Name)  (Dates of entire internship)

(Department)

Be sure to use these questions as headings when preparing your final self evaluation report.